



How to Report Phishing Email in Outlook - WEB version

When you've opened a message and you suspect it is phishing – DO NOT RESPOND or CLICK on any links. (See How to spot a phishing email – pg. 3.)

From the **message tool bar** choose from two methods.

Option 1. Click the envelope icon to Report Phishing and send a report to Microsoft and IT or

Option 2. Click the ellipses to open the options menu. Select **Security options** & select from: Report Phishing, Mark as Junk or Block Sender.

Report as phishing
Do you want to send a copy of this message to Microsoft to help the research and improvement of email protection technologies?

Security Options **What happens to the message?**

"Mark as junk"	- Sent to Junk Email folder.
"Report phishing"	- Sent to Microsoft for analysis & deleted.
"Block "sender"	- Deleted and future messages from the named sender go to your Junk Email folder.

- Mark as junk
- Report phishing
- Block "Sender Name"

- Security options
- Print
- View
- Advanced actions

Note: When you mark a message as phishing, it reports the sender but doesn't block them from sending you messages in the future. To block the sender, you need to add them to your blocked senders list.

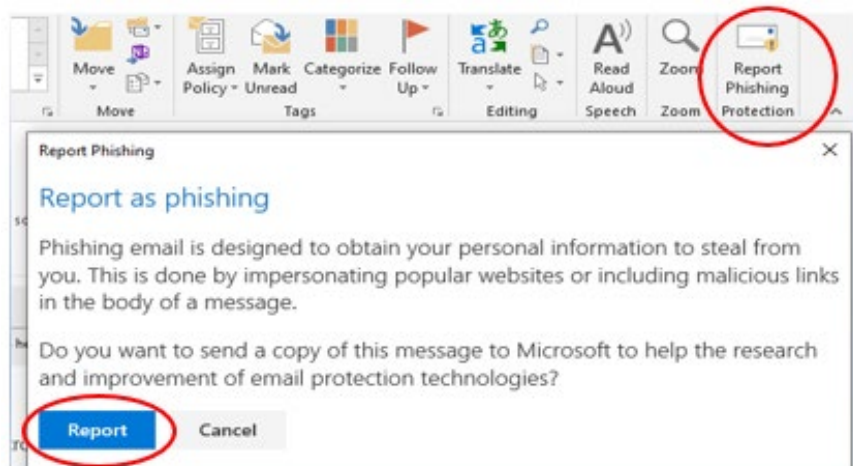


How to Report Phishing Email in Outlook - DESKTOP version

When you've opened a message and you suspect it is phishing – DO NOT RESPOND or CLICK on any links. (See How to spot a phishing email – pg. 3.)

To Report Phishing

1. From the message's toolbar click the **Report Phishing** button.
2. From the information window click the **Report** button to report to Microsoft and IT.



To Block Sender

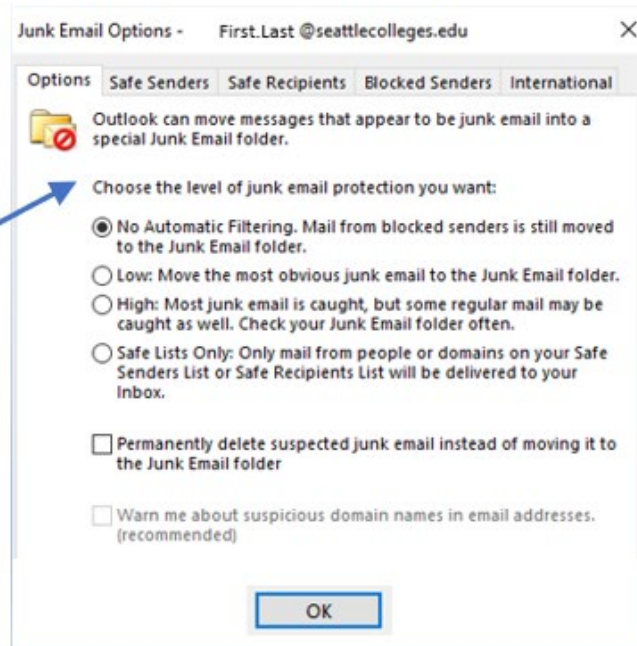
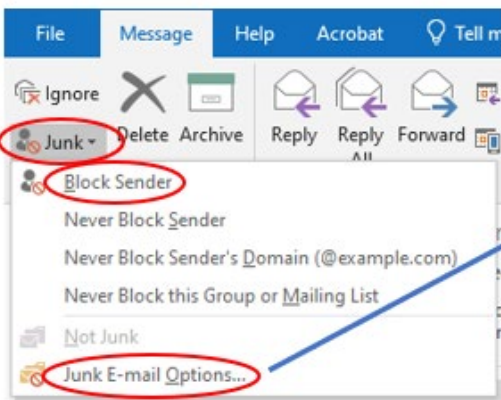
From the toolbar click the **Junk** button and from drop-down menu click **Block Sender**.

Future emails from this sender will be sent to your junk e-mail box.

For Junk E-mail Options

From the toolbar click the **Junk** button and click **Junk E-mail Options**.

Choose from menu options (shown below) and click OK.



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Doc applies to all campuses – 3/3/2022

How to spot a phishing email

From <https://support.microsoft.com/en-us/office/how-to-deal-with-phishing-in-outlookcom>

A phishing email is an email that appears legitimate but is actually an attempt to get your personal information or steal your money.

Here are some of the most common types of phishing scams:

- **Emails that promise a reward.** "Click on this link to get your tax refund!"
- **A document that appears to come from a friend, bank, or other reputable organizations.** The message is something like "Your document is hosted by an online storage provider and you need to enter your email address and password to open it."
- **An invoice** from an online retailer or supplier for purchase or order that you did not make. The attachment appears to be a protected or locked document, and you need to enter your email address and password to open it.
- **Urgent call to action or threats** - Be suspicious of emails that claim you must click, call, or open an attachment immediately. Often they'll claim you have to act now to claim a reward or avoid a penalty. Creating a false sense of urgency is a common trick of phishing attacks and scams. They do that so that you won't think about it too much, or consult with a trusted advisor who may warn you away.
Tip: Whenever you see a message calling for immediate action take a moment, pause, and look carefully at the message. Are you sure it's real? Slow down and be safe.
- **First time or infrequent senders** - While it's not unusual to receive an email from someone for the first time, especially if they are outside your organization, this can be a sign of phishing. When you get an email from somebody you don't recognize, or that Outlook identifies as a new sender, take a moment to examine it extra carefully before you proceed.
- **Spelling and bad grammar** - Professional companies or organizations usually have an editorial staff to ensure customers get high-quality, professional content. If an email message has obvious spelling or grammatical errors, it might be a scam. These errors are sometimes the result of awkward translation from a foreign language, and sometimes they're deliberate in an attempt to evade filters that try to block these attacks.
- **Generic greetings** - An organization that works with you should know your name and these days it's easy to personalize an email. If the email starts with a generic "Dear sir or madam" that's a warning sign that it might not really be your bank or shopping site.
- **Suspicious links or unexpected attachments** - If you suspect that an email message is a scam, don't open any links or attachments that you see. Instead, *hover* your mouse over, but *don't click*, the link to see if the address matches the link that was typed in the message. In the following example, resting the mouse on the link reveals the real web address in the box with the yellow background. Note that the string of IP address numbers looks nothing like the company's web address.



Tip: On Android long-press the link to get a properties page that will reveal the true destination of the link. On iOS do what Apple calls a "Light, long-press".

- **Mismatched email domains** - If the email claims to be from a reputable company, like Microsoft or your bank, but the email is being sent from another email domain like Yahoo.com, or microsoftsupport.ru it's probably a scam. Also be watchful for very subtle misspellings of the legitimate domain name. Like micros0ft.com where the second "o" has been replaced by a 0, or rnicrosoft.com, where the "m" has been replaced by an "r" and a "n". These are common tricks of scammers.



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